

Baraboo Community Development Authority
Minutes of the Monthly Meeting
Tuesday, November 3, 2020

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. In the Council Chambers, Baraboo Municipal Building, 101 South Blvd. Baraboo, WI 53913

I/II. Call to Order/Roll Call

Present: Wastlund, Fordham, Koehler, Bobholz, Kierzek, Petty, Skare
Absent: None
Staff: Patrick Cannon

III. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

IV. Approval of Agenda

A motion was made to approve the agenda as presented.

Petty (1); Bobholz (2)
Aye: All via voice vote
Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for October 6, 2020 as presented.

Petty (1); Skare (2)
Aye: All via voice vote
Nay: None

VI. Presentation – Public Hearing

No Public Hearing scheduled

VII. Announcement of Public Events

VIII. Public Comment

None

IX. Receipt of Financial Statements and Approval of Vouchers

- a. October 1, 2020 to October 29, 2020 Vouchers
- b. Financial Statements - September, 2020
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

Motion:

To approve the vouchers from October 1, 2020 to October 29, 2020 as presented.

Petty (1); Koehler (2)
Aye: All via voice vote
Nay: None

X. Executive Report

The report was included in the packet.

XI. Committee Reports

A. BEDC

Did not meet last month

B. Executive Committee

Met earlier to discuss the Executive Director Contract and Evaluation

C. Finance

Did not meet last month

D. Loan Review Committee

Did not meet last month

XII. Old Business

1. Update on CDA Projects

- a. **Web site** - no action was taken
- b. **Solar Energy** - no action was taken

2. Consideration and discussion on 2021 CDA Budgets

Staff gave a brief update on the new budget format as requested by the Board. The Board had no revisions to the proposed budgets. The CDA will need to formally adopt the budgets and conduct a Public Hearing at its December 1, 2020 meeting.

XIII. New Business

1. Discussion of CDA officers for 2020-2021

- a. **Chair**
- b. **Vice-Chair**
- c. **Treasurer**

Staff noted that the incumbents all indicated that they would like to seek re-election. One other Board member also expressed an interest, but withdrew from consideration since the current officers would like to retain their positions.

Therefore, the slate of officers being nominated is:

Carolyn Wastlund	Chair
Joan Fordham	Vice-Chair
Stuart Koehler	Treasurer

These candidates will be considered at the December 1, 2020 meeting.

2. Adjourn into Closed Session per Wisconsin State Statute 19.85(1) (c)

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility

- Executive Director Performance Review and Contract discussion

Motion:

To adjourn into Closed Session per Wisconsin State Statutes 19.85 (1) (c) for the purpose of conducting the Performance Evaluation and Contract discussion for the Executive Director.

Fordham (1); Petty (2)

Aye: Wastlund, Fordham, Koehler, Bobholz, Kierzek, Petty, Skare (Roll Call)

Nay: None

3. Return to Open Session for possible action on Closed Session Items

Motion:

To return to Open Session

Kierzek (1); Bobholz (2)

Aye: All via voice vote

Nay: None

Motion:

To enter into a contract with Patrick Cannon to serve as the Executive Director for a three-year period beginning on January 1, 2021. The contract amount is for \$85,000 per annum of which the CDA is responsible for 50% of the contract cost. The City would be responsible for the additional 50% of the contract cost. The contract would be eligible for annual adjustments based upon the annual performance review. The City will also need to approve the contract agreement.

Skare (1); Fordham (2)

Aye: All via voice vote

Nay: None

XIV. Board Member Referrals

None

XV. Public Comment

None

XVI. Adjournment

Motion:

To adjourn the meeting at 7:36 pm

Petty (1); Bobholz (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder